



## Employer Alert

February 2014

# OFFICE OF PENSIONS

## Comprehensive Annual Statements for Active Employees Mailed

The 2013 Comprehensive Annual Statements for active employees were mailed on Tuesday, February 18, 2014. As a result, End Users may get requests to:

- Update/Correct Personal Information in PHRST
- Complete a Creditable Service Form (CSE-1) if the employee feels the reflected service on the statement is incorrect. Also, ensure the employee agrees and signs the form before submitting it to our office.

The Creditable Service Form (CSE-1) is available for print from our website:

<http://delawarepensions.com/forms/Documents/CreditableService.pdf>

Any other updates or corrections should be directed to our office based on the instructions within the associated block of information on the statement. Thank You!

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